

Guidance for Developing Plant Guide and Plant Fact Sheet

Review Process and Citing Literature

Protocol for new PG/PFS:

- 1) Email Scott Peterson with the plant that you want to complete a Plant Guide and/or Plant Fact Sheet so that it can be reserved for you in the PG/PFS database.
- 2) Prepare the document and have it reviewed by your peers and your NTSC Plant Materials Specialist.
- 3) Send the final document to Scott Peterson at the NPDC for final editing. It will be sent back to the author for final approval.
- 4) If your document file size is greater than 400kb, please send the photo(s) used in the document along with your document so that the images can be resized.

Also be sure to remember that the final file also needs to be sent to Leslie Glass and entered into POMS for PMCs to get credit for it. They also put it up on your PMC's web site.

Where an existing Plant Guide or Fact Sheet exists:

1. Pull the PFS or PG Word document from PLANTS
2. Correct the document using "track change option in Word"
3. Send the document to the NTSC PM Specialist for review
4. After NTSC PM Specialist review submit to Scott Peterson for final review
5. Scott will send the final document back to the original author for an OK to load up on PLANTS if the author is in agreement.

Plants Guide references:

References are required for plant guides only. References will need to be properly cited throughout the body of the plant guide. It is important in developing technical documents that references are accurately reported in the reference section so others are able to go to the original source for additional information.

For example: Side oats grama possesses the C-4 photosynthetic pathway common to warm season grasses (Waller and Lewis, 1979).

Referencing the literature:

Waller, S.S. and J.K. Lewis. 1979. Occurrence of C3 and C4 photosynthetic pathways in North American Grasses, J Range Manage.32:12-82.

Use the citation examples provided in the link below for referencing literature. The link provides examples of how to properly cite journal articles, books, chapters in books, miscellaneous and government publications, proceedings, etc. Also provided are examples of how to cite literature obtained from electronic sources such as the Internet, DVDs, etc. I would recommend that you print a hard copy for your files.

In addition to using the standard format for Plant Guides and Plant Fact Sheets, this format should also be used when entering publication citations into the POMS database. Please use the correct format for Author names, Volume/Series/Date, and City/State fields and completely enter in all information. This information will appear on the PM Websites exactly as you enter it.

<http://www.plant-materials.nrcs.usda.gov/intranet/Publications/Literature-Citation-Examples.pdf>